

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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State Title: Budget Analyst I

Functional Title:

Job Posting: 16128

Monthly Salary: \$3081.33

Salary Group: B17

Posting Date: 01/15/2016

Close Date: 02/01/2016

Section/Division: Region 10 - Beaumont Section/ Coastal & East Texas Area Division

Work Location: 3870 Eastex Fwy, Beaumont, TX 77703-1830

Openings: One(1)

Position #(s): 0754

Job Description:

Performs routine budget preparation and analysis for the Beaumont Regional Office of the Texas Commission on Environmental Quality (TCEQ). Assists with the development of budget estimates and the operating budget for the region; tracks regional budget, maintains budget spreadsheets and enters transactions; tracks balances and annual encumbrances, reconciles regional data with Business Objects Enterprise (BOEXI), and monitors for increases/decreases; conducts periodic lapse analysis, monthly reconciliations and midyear/ year-end reviews; generates Outstanding Encumbrance, Interest and Historically Underutilized Business (HUB) Reports and ad hoc reports; makes expenditure corrections and processes encumbrance form change requests (EFCRs); coordinates with Field Operations Division (FOD), Office of Compliance & Enforcement (OCE) and Budget staff. Assists with preparing budget reports to monitor the region's expenditures, and to plan/forecast the region's needs; collects and reviews data; and assists with related projects. Codes, submits, enters, and tracks invoices and invoice payments of goods and services; resolves or assists with budget related issues, changes, and/or inquiries; initiates corrective action, provides exchanges, and coordinates and/or verifies information. Prepares and codes Procurement and Contract Requisitions (PCRs) for annual encumbrances and large item purchases; assists with processing purchase requests; determines correct method of purchase, obtains pricing and vendor information, prepares specifications and develops/reviews bids; determines correct object and Program Cost Account (PCA) codes, enters spreadsheet information, processes PF and/or makes Procard purchases; coordinates with FOD, OCE and Purchasing staff. Codes travel vouchers and travel authorizations; and enters travel budget expenditures and payments. Assists with administrative support functions.

Military Occupational Specialty (MOS) Codes: 36B, 36A, 020, 21, 30, 31, 32, F&S, FIN10, 3451, 3404, 3408, 3450, 8844, 65FX, and 65WX

Minimum Qualifications:

Graduation from an accredited four-year college or university with a major course work in business, public administration, or a related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

OR One year of full-time experience in auditing, accounting, budget preparation and analysis, or financial management; or other responsible analytical or professional work that provided a knowledge of programs, budget procedures, budget execution, budgetary and financial relationships with workloads of organizational elements, organizational structure, and work processes of the organization.

OR Three years of full-time administrative capacity* experience that provided a knowledge of budgeting procedures.

OR Registration as a Certified Public Accountant or a master's degree from an accredited college or university in public affairs, business administration, public administration, or a related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

* Administrative capacity is work where primary duties consist of performing administrative tasks of an office, excluding work such as clerical, secretarial, sales, equipment operations, and manual labor.

Preferred Requirements:

Experience using the Budget Accounting Monitoring System (BAMS).

Experience in reconciling budgets.

Experience in processing encumbrances.

Experience in paying invoices.

Experience in processing and auditing travel requests and reimbursements.

Special Requirements:

Moving up to 25 pounds of paper/files.

Traveling up to 5% of the time.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer